



Supervisor/Manager PDQ Preview of ONLINE Form

The purpose of this questionnaire is to understand your responsibilities and the major roles and/or duties you perform in your job so we may classify you correctly.

Personal Info

1. First Name

Your legal first name.

2. Last Name

Your legal last name.

3. Your Email

This email will be used to send you a copy of your responses to this form. Please make sure this entry is correct. If you do not receive an email containing your responses after submission of this form, you may have entered this field incorrectly. You can obtain a copy of your responses from your Human Resources Director.

4. PID

Unique State of MS personal identification number. Contact your HR office for help with your PID.

5. Employing Agency

6. Department (within employing agency)

Job Information

7. How many years have you been in your current position? (Round up to the nearest year.)

8. What is your supervisor's name?

9. What is your supervisor's email address?

Please verify this information is correct. Your responses will be forwarded to your supervisor for review. If this form is submitted and this field is invalid, you will be required to resubmit the form in its entirety.

10. What is your job classification?

Position Description

11. Job Title

12. State Personnel Board Job Classification Title (If Known)

13. What is the purpose of your job and/or why does the position exist?

14. Are you a supervisor/manager?



15. What is the purpose of your job and/or why does the position exist?

This question requires a brief, specific statement of why your position exists. It helps create an understanding of how the position fits into the overall organization. This statement should clearly distinguish your job from different ones. In particular, it should differentiate your job from your manager's job.

Ask yourself, "What end results do I achieve?" or "What is the primary purpose of the job?" This section will seldom exceed two or three lines. For example, this statement for an Accounting Manager might read:

Plan, direct, and review the work of the Accounting team to ensure that financial reports are produced accurately, on time, and in accordance with accounting practices and organization policy.

An illustration of how NOT to write "why does your job exist" for an Accounting Manager is: • resource constraints • dual reporting relationships • interdependence of various departments • scheduling conflicts • changing rules and regulations.

16. Responsibilities and the percent of time devoted to those responsibilities.

List up to six major responsibilities for the position with the expected outcomes and percent of time spent on the responsibilities.

17. What are the challenges to successful outcomes in performing responsibilities.

The purpose of this section is to distinguish between what is "typical" and what is "challenging" as you solve job-related problems. Some of the things you may want to consider in this section are: • technical complexity • changing technologies • job complexity • resource constraints • dual reporting relationships • interdependence of various departments.

18. How many employees are managed by this position?

19. How many employees are managed by a subordinate manager?

20. Describe the typical decisions referred to others and/or controlled by policy/law.

21. Describe the way in which the work of your position is assigned and reviewed. Identify the type (general, direct, indirect) and frequency of guidance provided by this position's manager.

Identify the type (general, direct, indirect) and frequency of guidance provided by your position's manager. For example: I receive overall work direction from my manager and meet with my manager at various point during the day to discuss work progress.

22. What is the minimum education required to perform the job?

What is the minimum education required to perform the job. (Do not select YOUR education. Describe the minimum education you think is required to perform the job.)

23. What is the minimum years of experience required to perform the job?

Do not describe YOUR training and/or job experiences unless they directly relate to the position. Describe the minimum experience you think is required to perform the job.

24. What are the licenses, registrations, or certifications required for the position?